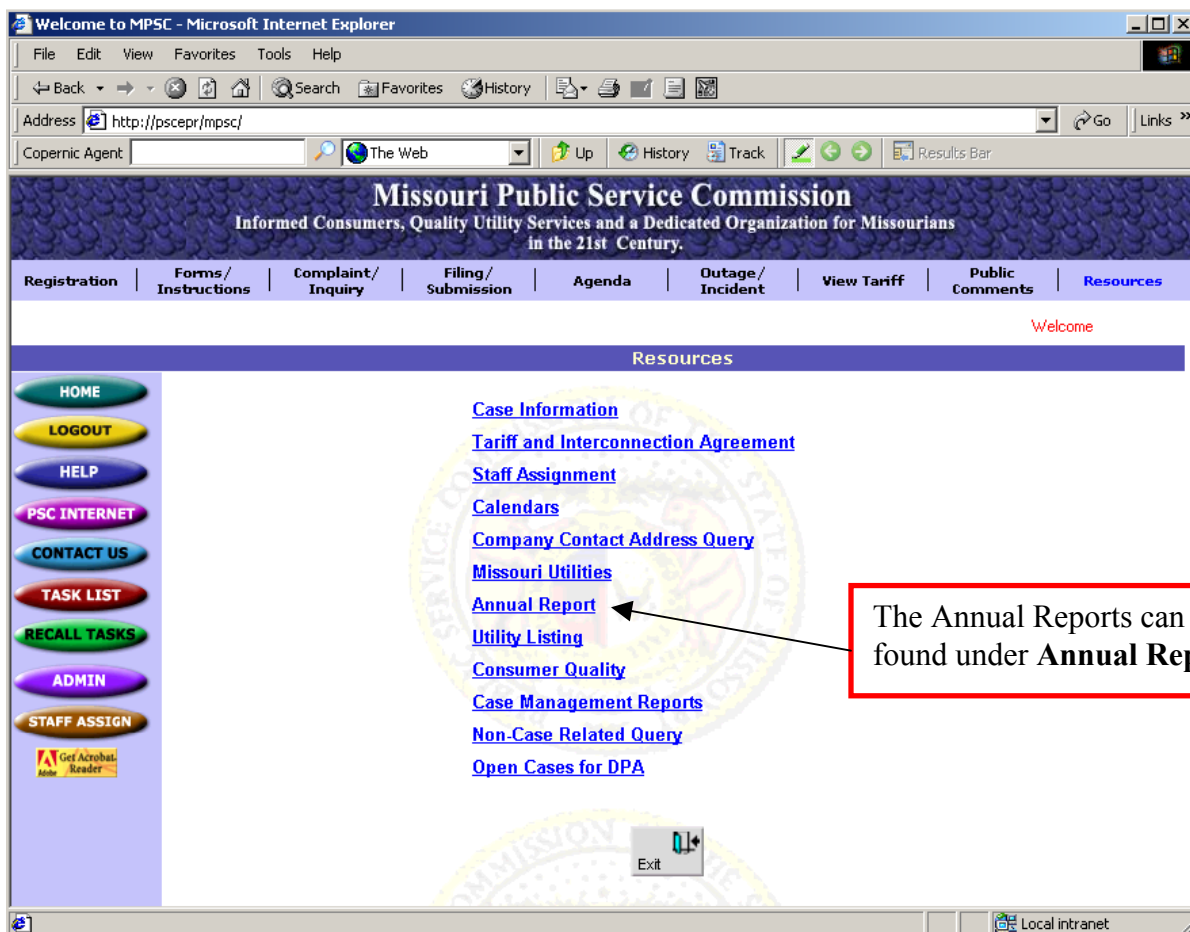


## How to find a Company's Annual Report submittal in EFIS

**NOTE:** Reports are to be submitted in the "certificated" name of the utility company. If 'Parent Company/Independent' is using a 'AKA/DBA/Fictitious Name' the report is submitted under the approved AKA/DBA/Fictitious Name.

- 1) Click on **Resources**.
- 2) Click on **Annual Report**.



You will be able to determine if a company's Annual Report has been submitted in EFIS. A few 2001, all 2002, and all 2003 Annual Reports are contained in EFIS.

Clicking on **Annual Report** will display the following.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Missouri Public Service Commission website. The address bar shows <http://pscpr/mpsc/>. The website header includes the commission's name and a navigation menu with links like Registration, Forms/Instructions, Complaint/Inquiry, Filing/Submission, Agenda, Outage/Incident, View Tariff, Public Comments, and Resources. A sidebar on the left contains buttons for HOME, LOGOUT, HELP, PSC INTERNET, CONTACT US, TASK LIST, RECALL TASKS, ADMIN, and STAFF ASSIGN. The main content area is titled "Annual Report Search" and contains a form with the following fields: Utility Type (dropdown menu), Utility Subtype (dropdown menu), Company Name (dropdown menu), Annual Report Calendar Year (radio buttons for 2003 and All), and Received/Not Received (radio buttons). Search, Clear, and Exit buttons are at the bottom of the form.

Select **Utility Type** and **Subtype**, **Company Name**, and **Type in Annual Report Year** (i.e., 2003, 2002, or 2001) or click on **All**.

Then click **Search**.

This screenshot shows the same "Annual Report Search" form as the previous image, but with search criteria entered. The Utility Type is set to "Telephone", Utility Subtype is "CLEC", and Company Name is "Max-Tel Communications, Inc.-CLEC(Telephone)". The Annual Report Calendar Year is set to "2002". The Received/Not Received radio buttons are visible. The Search, Clear, and Exit buttons are at the bottom of the form. An "Error on page." message is visible in the status bar at the bottom left.

You will see the results of your search appear. If you do not find the **Annual Report** you are looking for, you may need to return to the Search page and search under a different utility subtype especially if Telephone.

You may click on the tracking number of an entry to see related information such as deficiency memos and subsequent company response.

Annual Report assistance will be provided by the Data Center, Janis Fischer or Suzie Mankin.

The screenshot shows the Missouri Public Service Commission website. The header includes the commission's name and a navigation bar with links like Registration, Forms/Instructions, Complaint/Inquiry, Filing/Submission, Agenda, Outage/Incident, View Tariff, Public Comments, and Resources. A 'Welcome' message is displayed. The main section is titled 'Annual Report Result' and contains the text 'Annual Report(s) received are listed below' and 'Utility Type: Telephone - CLEC'. A table lists the annual report submission for Max-Tel Communications, Inc.-CLEC (Telephone) for the year 2002. The table includes columns for Tracking No., Company Name, Year of Report, Date Submitted to EFIS, and Date Filed. Below the table are buttons for Print, Save as File, New Search, and Exit. A sidebar on the left contains links for HOME, LOGOUT, HELP, PSC INTERNET, CONTACT US, TASK LIST, RECALL TASKS, ADMIN, and STAFF ASSIGN.

**Missouri Public Service Commission**  
Informed Consumers, Quality Utility Services and a Dedicated Organization for Missourians in the 21st Century.

Registration | Forms/Instructions | Complaint/Inquiry | Filing/Submission | Agenda | Outage/Incident | View Tariff | Public Comments | Resources

Welcome

**Annual Report Result**

Annual Report(s) received are listed below  
Utility Type: Telephone - CLEC

BMAR indicates Annual Report Submission; BARE indicates Annual Report Extension Submission.

Tracking No.	Company Name	Year of Report	Date Submitted to EFIS	Date Filed
<a href="#">BMAR-2003-0555</a>	Max-Tel Communications, Inc.-CLEC (Telephone)	2002	05/05/2003	05/05/2003

Print Save as File New Search Exit

HOME  
LOGOUT  
HELP  
PSC INTERNET  
CONTACT US  
TASK LIST  
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